

**EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH**

JOB TITLE: Marine House Chef

HOURS: Full Time, 45 hours per week with overtime as necessary, including evenings and weekends.

SALARY: Hourly position, wage determined upon qualifications.

The United States Embassy Recreation Association (USERA) is seeking a qualified candidate for the position Marine House Chef reporting to the General Manager of USERA, Riyadh. This contract is for one year. The successful applicant will perform the duties as a personal chef to the Marines assigned to the Marine Security Guard Detachment Riyadh. The qualified candidate will also assist USERA in planning and organizing recreational activities. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

MAJOR DUTIES & RESPONSIBILITIES

- Prepare menus and shopping lists, and does the local food shopping.
- Prepare hors d'oeuvres breakfast, lunch, dinner, tea and supper for official guests and the Marines, as required.
- Supervises Assistant Cooks and maids when helping in the kitchen.
- Must operate under the budget guidelines approved by the MSG Mess NCO
- Must assist USERA for preparation of events on overtime status

DESIRED QUALIFICATIONS:

- Must be able to work effectively with a wide variety of individuals including Marines, subcontractors and other staff.
- Must possess good organizational skills.
- Must possess basic computer skills. Experience with Microsoft Excel, Microsoft Word.
- Should have flexible work schedule.
- Formal training as a Chef
- Must be pleasant and enjoy working with people.

APPLICATION PROCEDURE:

Applicants should submit a current resume with cover letter to the USERA office by 16 July 2011. Electronic submission by email will be accepted. Please send to useraevents@yahoo.com